



Parking & Traffic Committee Meeting

February 13, 2020

4:30pm

J. Earle Bowden Bldg., Room 1

AGENDA

- 1) Call to Order
 - a) Meeting was properly noticed
 - b) Approval of Meeting Agenda for February 13, 2020
 - c) Approval of Minutes for January 9, 2020

- 2) On-Going Business
 - a) JSG Spalling and seam repairs – update
 - b) Parking Strategy – update
 - c) Community meetings – update from Board members
 - d) Interlocal agreement– update
 - e) Garden Pay Stations – update
 - f) JSG Elevator Repair – update
 - g) Valet Trial – Update
 - h) Citation rate increases – update

- 3) New Business
 - a) Sign replacement project
 - b) JSG 2nd level concerns

- 4) Financial Report
 - a) Jan Financials – vote

- 5) Public Comment



- 6) Adjournment

- 7) **On hold Items**
 - a.) JSG Rates – on-hold
 - b.) Escambia County garage contract

MINUTES

Parking & Traffic Committee Meeting

January 9, 2020

Members present Warren Sonnen, Acting Chairman
 Justine Gudmundson-McCain, Danny Zimmern
 Lissa Dees, Executive Director

Call to order: The meeting was called to order by Acting Chair Warren Sonnen at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) The proposed meeting agenda was approved unanimously. Later in the meeting the subject of CDs was added under new business as item (d).
- c) Minutes of the November 14, 2019, meeting approved unanimously.

Ongoing Business

- a) JSG spalling and seam repairs
 - 1. Mrs. Dees reported that seam repairs have been completed on the second and most of the third floor and work will begin February 1 on the spalling.
- b) Parking strategy update
 - 1. Meetings have taken place with the City, with realtors, and with the general public. Mrs. Dees asked that someone take charge of setting up individual meetings with business owners and merchants and with the legal community.
 - 2. Mr. Zimmern and Mr. Carro will meet tomorrow and call individuals to set up private meetings with those who would prefer not to give their comments in a public forum.
- c) Committee meetings - discussed above.
- d) Interlocal agreement
 - 1. Mrs. Dees reported that the first round of the interlocal agreement is complete. The second round concerns Action Item "I" regarding DIB's potential management of boat ramps for the City and is being discussed with legal counsel.
- e) Garden Street pay stations
 - 1. Pay stations have been delayed due to a work stoppage and should be received in February. Mrs. Dees will plan a parking road show before they are installed.
- f) JSG elevator repair
 - 1. Mrs. Dees advised that the board voted to move forward with the repairs and sent it back to the committee to decide whether to do both elevators at one time for \$112,000 or to pay \$58,000 for upgrading the elevators individually.
 - 2. Motion was made by Mr. Zimmern to repair both elevators simultaneously. Seconded by Ms. Gudmunson-McCain and carried unanimously.
 - 3. Mr. Zimmern then made a motion that the line of credit be used for the elevator repairs and that it be paid back out of operating cash flow. Motion seconded by Ms. Gudmunson-McCain and carried unanimously.

- g) Valet trial
 - 1. Mrs. Dees advised that this item is on hold awaiting the City's decision whether to instruct the DIB to utilize public spaces for valet parking.
- h) Citation rate increases
 - 1. This will be part of the CRA end-of-year parking study analysis report and must be approved by City Council. Mrs. Dees will follow up to ensure this is on the upcoming City Council agenda.
- i) Boat Ramp City request – previously discussed.

New Business

- a) Loading zone relocation
 - 1. Mrs. Dees informed the committee of a concern among some business owners who feel they are being negatively affected by tractor-trailers making deliveries, blocking traffic and being noisy, on Intendencia between Palafox and Jefferson. Possible solutions were discussed, and additional research was advised.
- b) South Palafox space move – Mr. Levitan
 - 1. After some discussion, Mr. Zimmern made a motion to give the committee's blessing to approve the parking space swap requested by Mr. Levitan if the City chooses to make the change. Seconded by Ms. Gudmunson-McCain and carried unanimously.
- c) Replacement of Complus services
 - 1. Ms. Gudmunson-McCain made a motion that DIB fire Complus and move forward with Genotech, a new company with which Mrs. Dees has been in contact, maintaining current pricing or less. Seconded by Mr. Zimmern and carried unanimously.
- d) CDs
 - 1. Mr. Zimmern moved that when the current CDs mature, they be renewed at the prevailing rate. Seconded by Ms. Gudmunson-McCain and carried unanimously.

Financial Report

- a) December financials – Presented by Mrs. Dees and approved unanimously.

Public Comment - None

Adjournment

The meeting was adjourned at 5:36 p.m.

On hold items

- a) JSG Rates
- b) Escambia County garage contract

Treasurer's Report - DPMD

MEMORANDUM

To: DPMD Committee

From: Lissa Dees, Executive Director

Subject: Treasurer's Report

Date: February

Following this Memo is the January Income Statement and Balance Sheet.

Total Income DPMD January: \$ 132,501.29

Total Expense DPMD January: \$71,652.89

Notes:

DPMD - Jan		
<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Revenue	<i>Overview</i>	\$48K over budgeted revenue
11-00	North Palafox	\$1K under budgeted revenue
12-00	Tarragona Lot	\$6k over budgeted revenue
13-00	Trash Co -Op	On Target
20-00	Intendencia	\$1K under budgeted revenue
21-00	JSG	\$13k over budgeted revenue
23-00	Meter/Pay Station	\$9K under budgeted revenue
23-03	On street Platform	On target
24-00	Parking Fines	\$37k over budgeted revenue
Expense		
Expense	<i>Overview</i>	\$11K under projected expenses
50-05	Parking Meter CC Fees	\$2k over budgeted expenses
50-06	Auto	\$1k over budgeted expenses
50-14	Overhead Reimbursement	\$3k under budgeted expenses
50-16	Facility R&M	\$5k under projected expenses
50-24	Enforcement Special Event	\$1k over projected expenses
50-26	Meter Equipment	\$5k under projected expenses - Timing of delivery of Garden P/S

Ordinary Income/Expense	2019											
	Jan 20	Budget	\$ Over Budget	Oct '19	Jan 20	YTD Budget	\$ Over Budget	Annual Budget	Jan 20	Budget	\$ Over Budget	Annual Budget
Income												
23-03 · Onstreet Platform	3,698.22	3,712.00	-13.78		16,147.75	14,848.00	1,299.75	44,544.00				
11-00 · North Palafox Lot	1,038.01	2,134.00	-1,095.99		14,078.68	8,536.00	5,542.68	25,608.00				
12-00 · Tarragona Street Lot	8,154.06	1,994.17	6,159.89		31,629.93	7,976.64	23,653.29	23,930.00				
13-00 · Trash	7,057.71	6,573.34	484.37		26,370.26	26,293.28	76.98	78,880.00				
20-00 · Intendencia Garage	3,653.00	2,306.00	1,347.00		12,024.00	9,224.00	2,800.00	27,672.00				
21-00 · Jefferson Street Garage	46,108.72	33,385.00	12,723.72		161,578.86	133,540.00	28,038.86	400,620.00				
23-01 · Paystations	10,104.07	18,514.17	-8,410.10		44,305.28	74,056.64	-29,751.36	222,170.00				
23-02 · Single Space Meters	0.00	850.00	-850.00		2,302.71	3,400.00	-1,097.29	10,200.00				
24-00 · Parking Fines	51,913.50	14,528.00	37,385.50		139,553.00	58,112.00	81,441.00	174,336.00				
25-00 · OnStreet Dumpster Placement Fee	0.00	66.67	-66.67		360.00	266.64	93.36	800.00				
26-00 · Residential Parking Permits	774.00	0.00	774.00		774.00	0.00	774.00	0.00				
29-01 · Sales Tax Collected	0.00	0.00	0.00		-14,191.85	0.00	-14,191.85	0.00				
Total Income	132,501.29	84,063.35	48,437.94		434,932.62	336,253.20	98,679.42	1,008,760.00				
Gross Profit	132,501.29	84,063.35	48,437.94		434,932.62	336,253.20	98,679.42	1,008,760.00				
Expense												
50-30 · Parking Reserve Fund Expense	1,666.67	1,666.67	0.00		6,666.68	6,666.64	0.04	20,000.00				
5034 · Sales Tax	0.00	67.00	-67.00		0.00	268.00	-268.00	804.00				
30-00 · DPMD Trash Expense	54.72	5,573.34	-5,518.62		15,431.10	22,293.28	-6,862.18	66,880.00				
40-00 · DPMD Shared Expenses												
40-01 · Intendencia Revenue share w/Co	3,038.00	785.00	2,253.00		3,038.00	3,140.00	-102.00	9,420.00				
40-03 · P.F. Less Rev Share PPD/Airport	7,111.83	402.00	6,709.83		15,790.32	1,608.00	14,182.32	4,824.00				
40-04 · Tarragona Lot Rev Share	1,600.00	1,600.00	0.00		6,400.00	6,400.00	0.00	19,200.00				
Total 40-00 · DPMD Shared Expenses	11,749.83	2,787.00	8,962.83		25,228.32	11,148.00	14,080.32	33,444.00				
50-00 · DPMD Operating Expenses												
50-29 · Insurance - Garage Keeper	1,482.01	1,349.25	132.76		7,035.77	5,397.00	1,638.77	16,191.00				
50-04 · Jefferson Garage CC Fees	562.85	369.00	193.85		1,821.07	1,476.00	345.07	4,428.00				
50-05 · Parking Meter CC Fees	3,654.96	2,050.00	1,604.96		14,858.83	8,200.00	6,658.83	24,600.00				
50-06 · Auto	1,665.43	458.34	1,207.09		2,554.44	1,933.28	621.16	5,700.00				
50-08 · Bank Charges	257.35	15.00	242.35		808.05	60.00	748.05	180.00				
50-11 · Dues & Subscriptions	0.00	16.67	-16.67		0.00	66.64	-66.64	200.00				
50-12 · Marketing / Printing / Research	5,156.25	5,208.00	-51.75		10,968.12	20,832.00	-9,863.88	62,496.00				
50-13 · Office Supplies	105.51	25.00	80.51		1,446.01	100.00	1,346.01	300.00				
50-14 · Overhead Reimbursement	37,502.16	40,202.84	-2,700.68		149,860.22	160,811.28	-10,951.06	482,434.00				
50-15 · Professional Services	100.00				7,775.00	12,100.00	-4,325.00	12,100.00				

Downtown Parking Management District

Profit & Loss Budget Performance - For Mgmt Use Only

January 2020

	Jan 20	Budget	\$ Over Budget	Oct '19 - Jan 20	YTD Budget	\$ Over Budget	Annual Budget
50-16 · Facility Repair & Maintenance	2,502.74	7,379.59	-4,876.85	5,542.04	29,518.28	-23,976.24	88,555.00
50-17 · Signage & Striping	0.00	1,333.34	-1,333.34	6,935.40	5,333.28	1,602.12	16,000.00
50-18 · Utilities	995.43	841.00	154.43	5,769.17	3,364.00	2,405.17	10,092.00
50-19 · Travel Entertainment & Educ	280.00	416.67	-136.67	908.03	1,666.64	-758.61	5,000.00
50-20 · Management Contracts	158.00	0.00	158.00	345.00	0.00	345.00	0.00
50-21 · Paystation Parkeon \$1456/mo	0.00	2,320.50	-2,320.50	14,518.36	9,282.00	5,236.36	27,846.00
50-22 · Paystation Repairs	83.47	666.67	-583.20	83.47	2,666.64	-2,583.17	8,000.00
50-24 · Enforcement Spec Events Pkg	2,704.71	1,255.00	1,449.71	14,592.85	5,020.00	9,572.85	15,060.00
50-25 · Security	0.00	2,500.00	-2,500.00	285.23	10,000.00	-9,714.77	30,000.00
50-26 · Meter Equipment	0.00	4,870.84	-4,870.84	59.77	19,483.28	-19,423.51	58,450.00
50-27 · Jefferson Garage Maintenance	749.80	0.00	749.80	1,558.76	0.00	1,558.76	0.00
50-28 · Street / Landscape Improvements	221.00	1,666.67	-1,445.67	2,016.13	6,666.64	-4,650.51	20,000.00
50-00 · DPMD Operating Expenses - Other	0.00			21,115.21			
Total 50-00 · DPMD Operating Expenses	58,181.67	72,944.38	-14,762.71	270,856.93	303,976.96	-33,120.03	887,632.00
Total Expense	71,652.89	83,038.39	-11,385.50	318,183.03	344,352.88	-26,169.85	1,008,760.00
Net Ordinary Income	60,848.40	1,024.96	59,823.44	116,749.59	-8,099.68	124,849.27	0.00
Other Income/Expense							
Other Income							
Interest Income	1.39	0.00	1.39	8.81	0.00	8.81	0.00
60-00 · Other Income	74.68	0.00	74.68	332.09	0.00	332.09	0.00
Total Other Income	76.07	0.00	76.07	340.90	0.00	340.90	0.00
Other Expense							
50-31 · Interest	6.25	0.00	6.25	40.03	0.00	40.03	0.00
Total Other Expense	6.25	0.00	6.25	40.03	0.00	40.03	0.00
Net Other Income	69.82	0.00	69.82	300.87	0.00	300.87	0.00
Net Income	60,918.22	1,024.96	59,893.26	117,050.46	-8,099.68	125,150.14	0.00

Downtown Parking Management District Balance Sheet- For Management Use Only

As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
112 · Synovus - Securities	51.50
111 · Synovus - 3 Mo CD	50,000.00
110 · Synovus - 6 Mo CD	50,000.00
103 · Parking Reserve Trust	6,666.68
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	224,978.89
102 · Cash-Wells Fargo -9358	15,706.00
Total Checking/Savings	349,120.27
Accounts Receivable	
140.4 · Parking Fees & Fines	157,080.00
145.4 · Allowance for Doubtful Accounts	-122,276.15
Total Accounts Receivable	34,803.85
Other Current Assets	
165 · Prepaid OH Reimburse	632.00
164 · Prepaid Expense	3,412.23
Total Other Current Assets	4,044.23
Total Current Assets	387,968.35
Fixed Assets	
245 · Signage	8,828.37
241 · Equipment	504,061.05
290 · Improvements	377,314.00
300 · Accumulated Depreciation	-335,774.14
Total Fixed Assets	554,429.28
TOTAL ASSETS	942,397.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
461 · Parking Res Trust	6,666.68
Compensated Absences	1,255.42
Accrued Salaries	5,793.62
455 · Due to City of Pensacola	8,678.00
24000 · Payroll Liabilities	546.13
404 · N/P-CB & T-Pay Stations-Current	2,611.66
452 · Due to D.I.B.	9,566.27
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	36,117.78
Total Current Liabilities	36,117.78
Total Liabilities	36,117.78
Equity	
32000 · Unrestricted Net Assets	606,871.39
32100 · Investment in Capital Assets	182,358.00
Net Income	117,050.46
Total Equity	906,279.85
TOTAL LIABILITIES & EQUITY	942,397.63